

# ORDER

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

SO 2700.7E

12/07/00

**SUBJ: Employee Clearance Procedures**

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1. **PURPOSE.** This order establishes procedures for processing employees through the Southern Region when they are separated and/or transferred from or within the Southern Region, and also prescribes the use of SO Form 2700-13 (Revised 12/00), Employee Clearance Record. (See SO Appendix 1)

2. **DISTRIBUTION.** This order is distributed to section level in the Regional Office and to all field offices and facilities.

3. **CANCELLATION.** Order SO 2700.7D, Employee Clearance Procedures dated November 12, 1997, is canceled.

4. **ACTION.**

\* a. SO Form 2700-13 must be executed by the originating office and sent to the Accounting Operations Branch, ASO-22, when an employee is separated by resignation, retirement, or transfer from or within the Southern Region. General instructions for completion of the form are included on the face of the form. \*

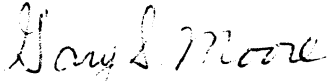
b. The supervisor is responsible for obtaining from the employee all accountable property and/or documents for which the employee is responsible. All items that are not maintained by the employee's local office are to be attached to a properly executed SO Form 2700-13, and forwarded to the responsible office in a "For Official Use Only - To Be Opened by Addressee Only" envelope.

c. It is imperative that the properly executed Clearance Form be processed timely, (approximately two weeks prior to the final paycheck) as the employee's final salary check will not be released until the form is received and processed by the Accounting Operations Branch, ASO-22.

d. Supervisors should review the 035 Leave Report, when first becoming knowledgeable that an employee is leaving, and notify the Payroll Branch, ASO-26, if there is a negative leave balance. If the supervisor is aware that the employee has an outstanding travel advance or an indebtedness to the government, the Accounting Operations Branch, ASO-22, should be immediately notified.

e. Official Government Passports will be retained by the supervisor and forwarded to their respective Division Passport Representative.

f. The supervisor is responsible for notifying the Payroll Branch, SO-26, if an employee's final salary payment should be held pending repayment of indebtedness or the return of accountable property or materials.



Gary S. Moore  
Manager, Financial Services Division

**EMPLOYEE CLEARANCE RECORD**

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by Title 5 U.S.C. 552a. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of your SSN is voluntary; however, failure to provide the SSN may result in delay of your final pay check.

Employee Name	2. Social Security Number	3. TYPE OF ACTION <input type="checkbox"/> Optional Retirement <input type="checkbox"/> Disability Retirement <input type="checkbox"/> Transfer to Another FAA Region <input type="checkbox"/> Transfer to Another Government Agency <input type="checkbox"/> Separation – Other <input type="checkbox"/> Transfer Within Region
4. Separating Office - Division & Routing	5. Date of Separation	

GENERAL INSTRUCTIONS: Blocks 1 through 5 should be completed by the employee. Blocks 6 through 8 should be completed by the employee and supervisor. Send the original to ASO-22, attaching any Government travel card and checks for indebtedness. If any items in Block 8 are marked yes or attached, send a copy of the form and any attachments to the appropriate Office as identified in Block 6. Offices receiving copies of the form are responsible for the proper safeguarding and/or destruction of the form.

6. OFFICE	7. ITEMS SUBJECT TO CLEARANCE	8. STATUS	9. ACTION
Originating Office	Office issued Personal Property - Ex: calculators, cellular phones, computers, keys, parking decals, headsets, passports, Third Party Drafts, telephone credit cards.	<input type="checkbox"/> Yes	Retain items at originating office.
Electronic Communications	LAN/WAN Access cc:Mail Access	<input type="checkbox"/> Yes	Notify responsible Office/ Division representative.
Human Resources Mgt. Division, ASO-10	Training Agreements Employment Agreements	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	If any block marked "yes" send copy to ASO-10.
Accounting Operations Branch, ASO-22	Travel Credit Cards Travel Advance Outstanding Permanent Change of Station within the last 12 months Indebted to Government - Accounts Receivable Government Health Insurance, etc. DAFIS Security Password Third Party Draft Official	<input type="checkbox"/> Attached <input type="checkbox"/> Attach check <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	Send original and any attachments to ASO-22. Notify Payroll Branch. ASO-26, if final check should be held.
Logistics Division, ASO-50	Delegation of Small Purchase Authority SF-44's/GBL's Government Purchase Card Building Security Access Code (R.O. & Campus Bldg.) Parking Permits (R.O. & Campus Bldg.) SAM User ID or LIS User ID	<input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Yes <input type="checkbox"/> Attached <input type="checkbox"/> Yes	If any block is marked "Yes" or "Attached", send copy with attachments to ASO-50.
Management Systems Division, ASO-60	Loaned Automation Equipment to be returned System User ID's - Data General; ADTN2000	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	If any block marked "Yes", send copy to ASO-60.
Flight Standards Division, ASO-200	Air Carrier Inspector's Credentials, FAA Form 110A Request for Access to Aircraft, FAA Form 8430-13 Aviation Safety Inspector Credential for Airport Access, FAA Form 8000-39 Airport ID's	<input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached	If any block marked "Attached", send copy and attachments to ASO-200.
Air Traffic Division, ASO-500	Authorization to Enter Flight Deck, FAA Form 7000-1	<input type="checkbox"/> Attached	If "Attached" marked, send copy and attachments to ASO-500.
Civil Aviation Security Division, ASO-700	DOT Identification Card, DOT Form 1681.1.3 DOT Temporary ID Card, DOT Form 1681.3 Security Termination Statement, FAA Form 1600-25	<input type="checkbox"/> Attached <input type="checkbox"/> Attached <input type="checkbox"/> Attached	If any block marked "Attached", send copy and attachments to ASO-700.

**EMPLOYEE:** I certify that all government property, credentials, correspondence and records, including classified materials issued to me or used by me, have been accounted for and surrendered to my supervisor.

**SUPERVISOR:** I certify that to the best of my belief and knowledge, the above named employee has accounted for and surrendered to me all government property, credentials, correspondence and records, including classified documents entrusted to him/her. Items surrendered are identified above.

**SIGNATURE and DATE:**

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**Financial Services Division Use Only**

Outstanding Debt	Amount	Debt Verified - Signature	Date
Travel Advance			
Health Insurance Premiums			
Accounts Receivable			
Payroll Indebtedness			
Other:			